

FY 01

NAVAL POSTGRADUATE SCHOOL



**AFFIRMATIVE EMPLOYMENT PLAN
(AEP) FOR
MINORITIES AND WOMEN**

**UPDATE AND ACCOMPLISHMENT
REPORT**

**Prepared by: Command Equal Opportunity Program
Naval Postgraduate School**

**NAVAL PORTGRADUATE SCHOOL
AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES & WOMEN
(AEP/M&W)**

FY01 UPDATE AND ACCOMPLISHMENT REPORT

TABLE OF CONTENTS

CERTIFICATION

EXECUTIVE SUMMARY

PROGRAM ELEMENT ACCOMPLISHMENT REPORT

I. ORGANIZATION AND RESOURCES

II. WORKFORCE ANALYSIS

- A. By PATCOB
- B. By Grade Group
- C. By Major Occupation

III. DISCRIMINATION COMPLAINTS

IV. RECRUITMENT AND HIRING

V. EMPLOYEE DEVELOPMENT PROGRAMS

VI. (a) PROMOTIONS-WHITE COLLAR

VII. (b) PROMOTIONS-BLUE COLLAR

VIII. (a) SEPARATIONS

IX. (b) SEPARATION

X. SPROGRAM EVALUATION

**NAVAL POSTGRADUATE SCHOOL
AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES & WOMEN
(AEP/M&W)**

FY01 UPDATE AND ACCOMPLISHMENT REPORT

CERTIFICATION

Report for the period October 1, 2000 through September 30, 2001.

Department of the Navy

Naval Postgraduate School (NPGS)

UIC 62271

NPGS

Naval Postgraduate School, 1 University Circle, Monterey, CA 93043-5001

NPGS address

ORGANIZATIONAL LEVEL:	AGENCY ____	MOC _____
	REGION _____	
COMMAND <u>X</u>	INSTALLATION ____	HEADQUARTERS _____
NUMBER OF EMPLOYEES COVERED BY PLAN: <u>738</u> PERMANENT (FT/PT ONLY)		
PROFESSIONAL <u>294</u>	ADMINISTRATIVE <u>149</u>	TECHNICAL <u>131</u> CLERICAL <u>22</u>
OTHER <u>34</u>	BLUE COLLAR <u>108</u>	

Deborah Baity, Command Deputy Equal Employment Opportunity Officer

Name and title of contact person

Deborah Baity, Command Deputy Equal Employment Opportunity Officer

Name and title of principal EEO official

Certifies that this plan is in compliance with 5 CFR Chapter 720

Signature of principal EEO official

SIGNATURE OBTAINED

Date

20 DEC 2001

Captain Frank C. Petho, Deputy Superintendent, USN

Name and title of head of NPGS

Certifies that this plan is in compliance with 5 CFR Chapter 720

SIGNATURE OBTAINED

20 DEC 2001

Signature of head of NPGS

Date

**NAVAL PORTGRADUATE SCHOOL
AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES & WOMEN
(AEP/M&W)**

FY01 UPDATE AND ACCOMPLISHMENT REPORT

EXECUTIVE SUMMARY

This is the Naval Postgraduate School, FY01 Annual Affirmative Employment Program (AEP) Accomplishment Report and Plan Certification for Minorities & Women. The data furnished in the report extracted from the Distributed Managers System (DMS) and MODERN DCPDS.

In analyzing the command workforce, under representation of a particular Equal Employment Opportunity (EEO) group is determined by comparing that group's onboard percentage to the relevant 1990 Census based Civilian Labor Force (CLF) percentage for that group. If the EEO group on-board percentage is lower than the commensurate CLF percentage, there is under representation.

NPGS OVERALL WORK FORCE BY EEO GROUP AND CLF
FY01 AND FY00

	Total	White		Black		Hispanic		Asian / Pacific		American Indian/Alaska Native	
		* M	F	M	F	M	F	M	F	M	F
FY01 Total # onboard	738	384	159	26	37	27	23	36	41	3	2
onboard %		52.0%	21.5%	3.5%	5.0%	3.7%	3.1%	4.9%	5.6%	0.4%	0.3%
FY01 UR			UR	UR	UR	-	-	UR	-	-	URI
FY00 Total # onboard	685	352	141	25	36	24	22	39	38	2	3
onboard %		51.4%	20.6%	3.6%	5.3%	3.9%	3.2%	5.7%	5.5%	0.3%	0.4%
FY00 UR		-	UR	UR	UR	-	-	-	-	-	UR
CLF % **		28.7%	25.9%	3.7%	6.3%	3.6%	2.7%	5.4%	5.5%	0.1%	0.5%

**** Salinas- Seaside- Monterey CLF used**

** The Equal Employment Opportunity Commission's (EEOC) Memorandum of October 18, 1989, referring to the EEOC Management Directive (MD) 714, while identifying white males as an EEO group, stipulates that no objectives are required for this group in developing EEO and AEP goals. The intent of affirmative action in the federal service is to eliminate the effects of past and present employment discrimination against minorities and females.*

(NPGS) employed 738 permanent employees at the end of FY01. (NPGS) overall work force increased by 53 employees when compared to ending FY00. Females comprised 35.5% of the work force, below the Monterey County overall CLF of 45.0%. Overall, the EEO groups more severely underrepresented in FY01, were the same as FY00 with the exception of the addition of Asian/Pacific Islander males.

**NAVAL PORTGRADUATE SCHOOL
AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES & WOMEN
(AEP/M&W)**

FY01 UPDATE AND ACCOMPLISHMENT REPORT

PROGRAM ELEMENT ACCOMPLISHMENT REPORT

I. ORGANIZATION AND RESOURCES

As the Equal Employment Opportunity Officer (EEOO), the Commanding Officer, NPGS, is responsible for EEO program administration which includes:

- Ensuring compliance with regulations governing Federal sector EEO programs.
- Developing systems to evaluate EEO Program effectiveness.
- Conducting ongoing program analyses to ensure that affirmative programs which promote equal opportunity are supported and maintained NPGS-wide.
- Provides managerial/supervisory training to subordinates, both military and civilian, regarding responsibilities relative to their role in the NPGS AEP.

The Commander Navy Region Southwest (CNRSW) Human Resources Office (HRO), through an Interservice Support Agreement, provides the EEO Officer with guidance and advice on all matters regarding EEO Program Administration. The Human Resource Officer answers to the Commander Navy Region Southwest as a Program Manager. The Deputy Equal Employment Opportunity Officer (DEEOO) reports to the Human Resource Officer with direct access to the Commanding Officer (Superintendent). The Deputy Equal Employment Opportunity Officer and her staff provide guidance, advice and support to the Commanding Officer on EEO matters.

The DEEOO is responsible for all EEO services provided to the NPGS. Working with the Deputy, however, are a number of other program officials who discharge specific EEO taskings. Initial work on meeting reporting requirements relative to Affirmative Employment Plans as well as special emphasis initiatives and targeted recruitment is primarily discharged by the Human Resource Service Center with substantial input being provided by the Affirmative Employment Program Manager. Alternative Dispute Resolution (ADR) and Complaint Processing taskings are managed directly by the DEEOO. The work associated with the EEO Hearing Process is discharged by the Employee and Labor Relations Division of the HRO. The Deputy at NPGS also has responsibility for the Military EO Program and as such serves as the Command Deputy Equal Opportunity Officer reporting to the Superintendent on all military and civilian equal opportunity complaints/issues.

The HRO maintains its own operating budget, however, both staffing and program administration costs are reimbursed by the NPGS. An analysis of FY00/01 and projected FY02 operating budget reveals the budget is adequate to meet program needs.

**NAVAL PORTGRADUATE SCHOOL
AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES & WOMEN
(AEP/M&W)**

FY01 UPDATE AND ACCOMPLISHMENT REPORT

II. II. WORKFORCE ANALYSIS

In analyzing the command's workforce for this report, the under representation of a particular Equal Employment Opportunity (EEO) group is determined by comparing that group's onboard percentage, in a given occupational group, to the relevant Civilian Labor Force (CLF) percentage for that group. If the EEO group onboard percentage is lower than the corresponding CLF percentage, there is under representation. The CLF is based on census data for a given geographical area by ethnicity, sex and occupational categories. The occupations are grouped by Professional, Administrative, Technical, Clerical, Other and Blue Collar (PATCOB) categories. When analyzing each PATCOB category below, the discussion emphasizes how the gains and losses affected the representation of a particular EEO group.

A. ANALYSIS BY PATCOB (Permanent)

1. PROFESSIONAL OCCUPATIONS

	Total	White		Black		Hispanic		Asian / Pacific		American Indian/Alaska Native	
		* M	F	M	F	M	F	M	F	M	F
FY01 Total #	294	215	46	4	3	4	0	18	3	1	0
%		73.1%	15.6%	1.4%	1.0%	1.4%	-	6.1%	1.0%	0.3%	-
% National CLF	100%	54.7%	30.0%	2.4%	3.2%	21.0%	1.4%	3.5%	1.9%	0.2%	0.2%
Under Representation			UR	UR	UR	UR	UR	-	UR	-	UR

The EEO groups under represented in the Professional category were:

- American Indian/Alaskan Native females.
- Black males and females
- Hispanic males and females
- Asian/Pacific Islanders females

The total number of employees in this category increased by 69 when compared to the previous fiscal year.

**NAVAL PORTGRADUATE SCHOOL
AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES & WOMEN
(AEP/M&W)**

**FY01 UPDATE AND ACCOMPLISHMENT REPORT
2. ADMINISTRATIVE OCCUPATIONS**

	Total	White		Black		Hispanic		Asian / Pacific		American Indian/Alaska Native	
		M	F	M	F	M	F	M	F	M	F
FY 01 Total #	149	46	67	2	8	2	7	5	10	2	0
%		30.9%	45.0%	1.3%	5.4%	1.3%	4.7%	3.4%	6.7%	1.3%	0.0%
% Administrative CLF	100%	38.6%	38.9%	2.3%	3.1%	5.4%	5.2%	2.1%	3.5%	0.3%	0.3%
Under Representation			-	UR	-	UR	UR	-	-	-	UR

The EEO groups under represented in the Administrative category were:

- Black males
- Hispanic males and females.
- American Indian/Alaska Native female.

The Administrative category decreased from a total of 153 employees in FY00 to 149 in FY01.

3. TECHNICAL OCCUPATIONS

	Total	White		Black		Hispanic		Asian / Pacific		American Indian/Alaska Native	
		M	F	M	F	M	F	M	F	M	F
FY 01 Total #	131	25	36	3	22	2	15	4	23	0	1
%		19.1%	27.5%	2.3%	16.8%	1.5%	11.4%	3.0%	17.6%	-	0.8%
% Technical CLF	100%	33.0%	37.4%	2.4%	3.0%	5.9%	7.5%	4.6%	5.4%	0.3%	0.3%
Under Representation			UR	UR	-	UR	-	UR	-	UR	-

The EEO groups underrepresented in the Technical category were:

- White females
- Black males
- Hispanic males
- Asian American/Pacific Islander males
- American Indian/Alaskan Native females

**NAVAL PORTGRADUATE SCHOOL
AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES & WOMEN
(AEP/M&W)**

FY01 UPDATE AND ACCOMPLISHMENT REPORT

The total number of employees in the technical category decreased by 4 during FY01.

4. CLERICAL OCCUPATIONS

	Total	White		Black		Hispanic		Asian / Pacific		American Indian/Alaska Native	
		M	F	M	F	M	F	M	F	M	F
FY 01 Total #	22	2	7	3	4	0	1	2	2	0	1
%		9.1%	31.8%	13.6%	18.2%	-	4.5%	9.1%	9.1%	-	4.5%
% Clerical CLF	100%	13.4%	56.4%	1.8%	4.7%	3.0%	10.9%	2.5%	6.3%	0.2%	0.6%
Under Representation			UR	-	-	UR	UR	-	-	UR	UR

The EEO groups underrepresented in the Clerical category were:

- White females.
- Hispanic females and males.
- American Indian/Alaskan Native males.

The total number of employees in this category decreased by 2 when compared to the previous fiscal year.

5. OTHER

	Total	White		Black		Hispanic		Asian / Pacific		American Indian/Alaska Native	
		M	F	M	F	M	F	M	F	M	F
FY 01 Total #	34	20	1	4	0	5	0	3	1	0	0
%		58.8%	2.9%	11.8%	0.0%	14.7%	0.0%	8.8%	2.9%	0.0%	0.0%
% OTHER CLF	100%	55.5%	13.6%	4.4%	4.8%	12.9%	2.0%	3.7%	0.7%	0.6%	0.0%
Under Representation		-	UR	-	UR	-	UR	-	UR	UR	UR

The EEO groups underrepresented in Other category were:

- White females.
- Black females.
- Hispanic females.
- Asian/Pacific Islander females.
- American Indian/Alaskan Native males and females.

**NAVAL PORTGRADUATE SCHOOL
AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES & WOMEN
(AEP/M&W)**

FY01 UPDATE AND ACCOMPLISHMENT REPORT

6. BLUE COLLAR OCCUPATIONS

	Total	White		Black		Hispanic		Asian / Pacific		American Indian/Alaska Native	
		M	F	M	F	M	F	M	F	M	F
FY 01 Total #	108	76	2	10	0	14	0	4	2	0	0
%		70.4%	1.9%	9.3%	0.0%	13.0%	0.0%	3.7%	1.9%	0.0%	0.0%
% Blue Collar CLF	100%	44.7%	3.9%	4.8%	0.0%	31.3%	6.8%	4.8%	3.1%	0.2%	0.0%
Under Representation		-	UR	-	-	UR	UR	UR	UR	UR	UR

The EEO groups underrepresented in the Blue-Collar category for FY00 remained the same underrepresented groups for FY01:

- White females.
- Hispanic males/females.
- Asian American/Pacific Islander males and females.
- American Indian/Alaskan Native males and females.

The total number of employees in this category decreased by 8 when compared to the previous fiscal year.

**NAVAL PORTGRADUATE SCHOOL
AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES & WOMEN
(AEP/M&W)**

FY01 UPDATE AND ACCOMPLISHMENT REPORT

B. ANALYSIS BY GRADE GROUPS

Analysis by EEO groups and grade groups in the organizations. Total onboard percentage of EEO groups in a particular grade grouping are compared to the percentage of that particular group's representation in NPGS's overall work force.

1. GS-01 through 04:

	Total	White		Black		Hispanic		Asian / Pacific		American Indian/Alaska Native	
		M	F	M	F	M	F	M	F	M	F
FY 01 Total #	12	0	4	0	6	0	1	0	0	0	1
%		0.0%	33.3%	0.0%	50.0%	0.0%	8.3%	0.0%	0.0%	0.0%	8.3%
% of EEO Group in Overall Work Force		51.4%	20.6%	3.6%	5.3%	3.9%	3.2%	5.7%	5.5%	0.3%	0.4%

Females represent 100.0% of this grade group, but fall below the overall female work force representation (NPGS) (35.5) by 1.6%.

2. GS-05 through 08:

	Total	White		Black		Hispanic		Asian / Pacific		American Indian/Alaska Native	
		M	F	M	F	M	F	M	F	M	F
FY 01 Total #	163	35	42	7	21	8	14	9	25	1	1
%		21.5%	25.8%	4.3%	12.9%	4.9%	8.6%	5.5%	15.3%	0.6%	0.6%
% of EEO Group in Overall Work Force		51.4%	20.6%	3.6%	5.3%	3.9%	3.2%	5.7%	5.5%	0.3%	0.4%

Every category has exceeded the representation rate with the exception of Asian/Pacific Islander males.

3. GS-09 through 12:

**NAVAL PORTGRADUATE SCHOOL
AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES & WOMEN
(AEP/M&W)**

FY01 UPDATE AND ACCOMPLISHMENT REPORT

	Total	White		Black		Hispanic		Asian / Pacific		American Indian/Alaska Native	
		M	F	M	F	M	F	M	F	M	F
FY 01 Total #	188	78	71	7	6	2	7	5	11	1	0
%		41.5%	37.8%	3.7%	3.2%	1.1%	3.7%	2.7%	5.9%	0.5%	0.0%
% of EEO Group in Overall Work Force		51.4%	20.6%	3.6%	5.3%	3.9%	3.2%	5.7%	5.5%	0.3%	0.4%

Females comprise 50.5% of this category with 12.8% minority females, and 8.0% minority males and 20.7% total minorities.

4. GS-13 through 15:

	Total	White		Black		Hispanic		Asian / Pacific		American Indian/Alaska Native	
		M	F	M	F	M	F	M	F	M	F
FY 01 Total #	26	12	10	0	1	0	1	1	1	0	0
%		46.2%	38.5%	0.0%	3.8%	0.0%	3.8%	3.8%	3.8%	0.0%	0.0%
% of EEO Group in Overall Work Force		51.4%	20.6%	3.6%	5.3%	3.9%	3.2%	5.7%	5.5%	0.3%	0.4%

This category is under represented in all categories except White female and Hispanic females.

**NAVAL PORTGRADUATE SCHOOL
AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES & WOMEN
(AEP/M&W)**

FY01 UPDATE AND ACCOMPLISHMENT REPORT

5. WD-05 through 08:

	Total	White		Black		Hispanic		Asian / Pacific		American Indian/Alaska Native	
		M	F	M	F	M	F	M	F	M	F
FY 01 Total #	4	3	0	0	0	1	0	0	0	0	0
%		75.0%	0.0%	0.0%	0.0%	25.0%	0.0%	0.0%	0.0%	0.0%	0.0%
% of EEO Group in Overall Work Force		51.4%	20.6%	3.6%	5.3%	3.9%	3.2%	5.7%	5.5%	0.3%	0.4%

Females are underrepresented in all categories and so are minority males in all categories except Hispanic males.

6. WG-01 through 05:

	Total	White		Black		Hispanic		Asian / Pacific		American Indian/Alaska Native	
		M	F	M	F	M	F	M	F	M	F
FY 01 Total #	12	4	0	5	0	1	0	1	1	0	0
%		33.3%	0.0%	41.7%	0.0%	8.3%	0.0%	8.3%	8.3%	0.0%	0.0%
% of EEO Group in Overall Work Force		51.4%	20.6%	3.6%	5.3%	3.9%	3.2%	5.7%	5.5%	0.3%	0.4%

Females are below the overall work force representation of WG01-05 at NPGS. Minority males are underrepresented except Black males

7. WG-06 through 10

	Total	White		Black		Hispanic		Asian / Pacific		American Indian/Alaska Native	
		M	F	M	F	M	F	M	F	M	F
FY 01 Total #	75	55	1	4	0	10	0	4	0	1	0
%		73.3%	1.3%	5.3%	0.0%	13.3%	0.0%	5.3%	0.0%	1.3%	0.0%
% of EEO Group in Overall Work Force		51.4%	20.6%	3.6%	5.3%	3.9%	3.2%	5.7%	5.5%	0.3%	0.4%

Males represent 98.7% of this grade group. Underrepresentation exists for all categories except Black males, Hispanic males, and American Indian/Alaskan Native females.

**NAVAL PORTGRADUATE SCHOOL
AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES & WOMEN
(AEP/M&W)**

FY01 UPDATE AND ACCOMPLISHMENT REPORT

8. WG-11 through 14

	Total	White		Black		Hispanic		Asian / Pacific		American Indian/Alaska Native	
		M	F	M	F	M	F	M	F	M	F
FY 01 Total #	10	9	0	0	0	1	0	0	0	0	0
%		90.0%	0.0%	0.0%	0.0%	10.0%	0.0%	0.0%	0.0%	0.0%	0.0%
% of EEO Group in Overall Work Force		51.4%	20.6%	3.6%	5.3%	3.9%	3.2%	5.7%	5.5%	0.3%	0.4%

Minorities and women are underrepresented in all categories except Hispanic males.

9. WL-05 through WL-10

	Total	White		Black		Hispanic		Asian / Pacific		American Indian/Alaska Native	
		M	F	M	F	M	F	M	F	M	F
FY 01 Total #	8	4	1	1	0	2	0	0	0	0	0
%		50.0%	12.5%	12.5%	0.0%	25.0%	0.0%	0.0%	0.0%	0.0%	0.0%
% of EEO Group in Overall Work Force		51.4%	20.6%	3.6%	5.3%	3.9%	3.2%	5.7%	5.5%	0.3%	0.4%

Females are underrepresented in this category.

**NAVAL PORTGRADUATE SCHOOL
AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES & WOMEN
(AEP/M&W)**

FY01 UPDATE AND ACCOMPLISHMENT REPORT

10. WN-07

	Total	White		Black		Hispanic		Asian / Pacific		American Indian/Alaska Native	
		M	F	M	F	M	F	M	F	M	F
FY 01 Total #	1	1	0	0	0	0	0	0	0	0	0
%		100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
% of EEO Group in Overall Work Force		51.4%	20.6%	3.6%	5.3%	3.9%	3.2%	5.7%	5.5%	0.3%	0.4%

This group consists of only 1 employee, too few to determine valid representation

11. WS-09 through 15

	Total	White		Black		Hispanic		Asian / Pacific		American Indian/Alaska Native	
		M	F	M	F	M	F	M	F	M	F
FY 01 Total #	6	6	0	0	0	0	0	0	0	0	0
%		100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
% of EEO Group in Overall Work Force		51.4%	20.6%	3.6%	5.3%	3.9%	3.2%	5.7%	5.5%	0.3%	0.4%

This group consists of only 6 employees, too few to determine valid representation.

**NAVAL PORTGRADUATE SCHOOL
AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES & WOMEN
(AEP/M&W)**

FY01 UPDATE AND ACCOMPLISHMENT REPORT

C. ANALYSIS BY MAJOR OCCUPATIONS

Major Occupations are NPGS-encumbered positions that had 100 or more employees in one series. At NPGS, these occupations included the following.

Series-1701-General Education and Training (Teaching Position) (Permanent)

	Total	White		Black		Hispanic		Asian / Pacific		American Indian/Alaska Native	
		M	F	M	F	M	F	M	F	M	F
FY01 Total #	166	134	13	0	1	2	0	15	0	1	0
%		80.7%	7.8%	0.0%	0.6%	1.2%	0.0%	9.0%	0.0%	0.6%	0.0%
FY01 UR		-	UR	UR	UR	UR	UR	-	UR	-	UR
FY00 Total #	170	140	9	1	1	2	0	16	0	1	0
%		82.4%	5.3%	0.6%	0.6%	1.2%	0.0%	9.4%	0.0%	0.6%	0.0%
FY00 UR		-	UR	UR	UR	UR	UR	-	UR	-	UR
Professional CLF		54.7%	30.3%	2.4%	3.2%	2.1%	1.4%	3.5%	1.9%	0.2%	0.2%

Statistics relative to discrimination complaint NPGS for FY01 are provided below:

FISCAL YEAR	2001
INFORMAL	7
ON-GOING FORMAL	9
RESOLUTION RATE INFORMAL/ FORMAL	94.7%

Analysis of complaint NPGS during this year indicates that in FY 01, the issue most frequently raised in complaints was management disparate treatment, working conditions and assignments. In FY 00, it was promotion/non-selection. The most frequently presented basis for FY 01 was race and sex discrimination.

During FY 02, continued focus on complaint prevention, expanded use of Alternative Dispute Resolution and streamlining the administrative complaint processing methodology is envisioned for HRSC-SW. The challenge for FY 02 will be implementation of Navy's EEO Reengineering pilot which should mitigate against the institutional delays in the administrative processing of EEO complaints, expand ADR techniques offered, as well as significantly increase the informal resolution rate.

**NAVAL PORTGRADUATE SCHOOL
AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES & WOMEN
(AEP/M&W)**

FY01 UPDATE AND ACCOMPLISHMENT REPORT

IV. RECRUITMENT AND HIRING

A. GAINS (Permanent)

	Total	White		Black		Hispanic		Asian/Pacific		American Indian/Alaska	
		M	F	M	F	M	F	M	F	M	F
FY01 Total GAINS	19	8	4	0	1	1	1	3	1	0	0
%		42.1%	21.0%	-	5.1%	5.3%	5.3%	15.8%	5.3%	-	-
% of EEO Group in Total Work Force	100%	51.4%	20.6%	3.6%	5.3%	2.9%	3.2%	5.7%	5.5%	0.3%	0.4%

Of 19 gains, a total of 3 were New Appointments, 3 were Reinstatements, 10 were Retained Pay Status”, and 3 were “Transfers”. The EEO group which experienced the greater percentage of “Gains” when compared to the respective percentage in the overall work force were White females.

B. GAINS (Temporary)

	Total	White		Black		Hispanic		Asian/Pacific		American Indian/Alaska	
		M	F	M	F	M	F	M	F	M	F
FY01 Total GAINS	151	86	36	4	2	5	3	10	5	0	0
%		57.0%	23.8%	2.7%	1.3%	3.3%	2.0%	6.6%	3.3%	-	0.0%
% of EEO Group in Total Work Force	100%	51.4%	20.6%	3.6%	5.3%	2.9%	3.2%	5.7%	5.5%	0.3%	0.4%

Of the 151 temporary gains, 135 were new appointments and 16 were Retained pay Status.

The HRSC-SW and the HRO used all available recruitment sources to promote recruitment and placement of under represented groups. These sources included:

- OPM Delegated Examining Authorities
- Outstanding Scholar Program
- Temporary Hiring Authorities
- Merit Promotion Opportunities
- Veteran Readjustment Authority
- RESUMIX
- E-Recruiting
- DOD Priority Placement Program Authorities
- DOD Summer Employment
- Military Spouse Preference Program
- Individual With Disabilities
- Student Employment Programs
- Non-Competitive Hiring

**NAVAL PORTGRADUATE SCHOOL
AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES & WOMEN
(AEP/M&W)**

FY01 UPDATE AND ACCOMPLISHMENT REPORT

Vacancy announcements are distributed to the area state Employment Development Department (EDD) offices, veteran organizations, targeted colleges, universities, and various minority/women community based organizations.

Job announcements and job information may also be found in the HRO Job Information Centers and the Commander Navy Region Southwest (CNRSW) website, the Office of Personnel Management (OPM) website, www.usajobs.opm.gov, Department of the Navy's website, www.donhr.navy.mil, and the HRSC toll free telephone number (1-800-831-0622).

The deployment of RESUMIX, the automated resume referral and processing system, continued to improve recruitment timeliness and broaden the applicant pool from which selections are made. Extensive outreach and marketing efforts continue to promote maximum awareness and participation. Job announcements are now open continuously for all applicants, regardless of location, for all positions serviced by the HRSC- SW. Applicants and employees alike will submit one resume on-line, or by mail, and gain consideration for any number of job occupations without the requirement to apply in person.

Additionally, representatives from the HRSC-SW and HRO have participated in (NUMBER) career fairs/recruiting events during FY01. All events were sponsored by colleges and/or organizations that represent various EEO underrepresented groups, such as:

- The Urban League
- Hispanic Association of Colleges and Universities (HACU) and other colleges and universities with significant enrollment of minorities and women.
- Society of Mexican American Engineers and Scientists and Society of Hispanic Professional Engineers
- Veterans Organizations
- Other regional and national recruitment events sponsored by minority/women organizations

In FY01, the HRSC-SW began including cover letters on certificates and referrals, reminding managers (selection officials) of their respective affirmative employment responsibilities.

V. EMPLOYEE DEVELOPMENT PROGRAMS

The HRSC-SW posted training announcements/courses on the DON website. Course announcements are also available and can be accessed via the HRSC-SW "FAXBACK" process. Additionally, course announcements are e-mailed to all training coordinators at each HRO/NPGS.

The CNRSW HRO conducts Civilian Personnel Management Academy/EEO training during the year at various sites.

**NAVAL PORTGRADUATE SCHOOL
AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES & WOMEN
(AEP/M&W)**

FY01 UPDATE AND ACCOMPLISHMENT REPORT

VI. (a) PROMOTIONS-WHITE COLLAR

	Total	White		Black		Hispanic		Asian		Am Ind/Alaska Nat	
		M	F	M	F	M	F	M	F	M	F
GS-05-08	7	2	3	0	1	0	0	1	0	0	0
%		28.6%	42.9%	0.0%	14.3%	0.0%	0.0%	14.3%	0.0%	0.0%	0.0%
GS-09-12	14	1	6	2	0	0	2	2	1	0	0
%		7.1%	42.9%	14.3%	0.0%	0.0%	14.3%	14.3%	7.1%	0.0%	0.0%
GS-13-15	3	1	2	0	0	0	0	0	0	0	0
%		33.3%	66.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total for UIC	24	4	11	2	1	0	2	3	1	0	0
%		16.7%	45.8%	8.3%	4.2%	0.0%	8.3%	12.5%	4.2%	0.0%	0.0%
% of total work force		51.4%	20.6%	3.6%	5.3%	3.9%	3.2%	5.7%	5.5%	0.304%	0.1%

The most promotions occurred in the GS-09 through 12 category, a total of 14. Black females, Hispanic males, Asian females and Native American females and males received promotions at a lower commensurate rate than their respective on board percentage in the workforce. Overall, Black males, Hispanic females, Asian American/Pacific Islander males, White females received a higher rate of promotions when compared to their respective onboard percentage.

VII. (b) PROMOTION-BLUE COLLAR

	Total	White		Black		Hispanic		Asian		Am Indian/Alaska Native	
		M	F	M	F	M	F	M	F	M	F
WG-09-11	1	1	0	0	0	0	0	0	0	0	0
%		100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
WG 12-14	1	1	0	0	0	0	0	0	0	0	0
		100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	2	2	0	0	0	0	0	0	0	0	0
%		100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
% of total work force		51.4%	20.6%	3.6%	5.3%	3.9%	3.2%	5.7%	5.5%	0.3%	0.4%

**NAVAL PORTGRADUATE SCHOOL
AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES & WOMEN
(AEP/M&W)**

FY01 UPDATE AND ACCOMPLISHMENT REPORT

VIII. A. SEPARATIONS (Permanent)

	Total	White		Black		Hispanic		Asian / Pacific		American Indian/Alaska Native	
		M	F	M	F	M	F	M	F	M	F
FY01 Total #	39	18	12	1	0	3	0	5	0	0	0
Separation %		46.2%	30.8%	2.6%	0.0%	7.7%	0.0%	12.8%	0.0%	0.0%	0.0%
% of EEO Group in Total Work Force	100%	51.4%	20.6%	3.6%	5.3%	3.9%	3.2%	5.7%	5.5%	0.3%	0.4%

The total separations for NPGS during FY01 totaled 39. These actions were the result of 20 Retirement, 8 Resignations, 8 Discharges, and 3 “Other” actions.

IX. B. SEPARATIONS (Temporary)

	Total	White		Black		Hispanic		Asian / Pacific		American Indian/Alaska Native	
		M	F	M	F	M	F	M	F	M	F
FY01 Total #	64	33	15	2	2	2	1	4	5	-	-
Separation %		51.6	23.4%	3.1%	3.1%	3.1%	1.5%	6.3%	7.8%	0.0%	0.0%
% of EEO Group in Total Work Force	100%	51.4%	20.6%	3.6%	5.3%	3.9%	3.2%	5.7%	5.5%	0.3%	0.4%

These actions were the result of 3 retirements, 30 resignations, 29 discharges, and 2 “other” actions.

X. PROGRAM EVALUATION

Programs are evaluated by monitoring objections and action items. Discrimination complaints and contacts will continue to be monitored for referral to alternative dispute resolution or to ascertain whether there are significant trends in specific areas of concern.